

CLASS BB
Regular Employee Related Expenses-Benefitted

Covered Expenditures: This account class provides reimbursements and payments to benefitted UMB employees, paid from the AA Account Class. These payments are for out of pocket job related expenses only, incurred by the employee on behalf of the University.

Requirements: All UMass Boston departments are responsible for making expenditures in compliance with applicable enabling statutes, collective bargaining agreements, [FY09-CON-002-04](#) Travel Policy and Procedure, [FY10-CON-003-01](#) Employee Expense Reimbursement Policy, [FY12-CON-005-01](#) Business Expense Policy, the Fair Labor Standards Act and other state and federal laws. Proof of payment (original itemized receipts, credit card statement) must accompany all requests for reimbursement. All payments are processed through the Employee Expense Module and disbursed through the HR/Payroll System, unless paid directly to the vendor.

Expenditures Not Covered: This account class does not cover expenses to vendors or for employees in the CC Account Class.

University Account Code	Long Description	State Object Class/ Code
726000	Regular Employee Related Expenses-(BUDGET CATEGORY ONLY—Do not use this Account Code)	BB
726210	Travel – Out of State, Domestic: Includes all other expenses except mileage, hotel, and airfare.	B01
726220	Travel – Foreign: Includes all expenses incurred while traveling to a foreign country.	B01
726230	Travel – Out of State, Airfare: Includes all airfare expenses incurred while traveling out of state.	B01
726240	Travel – Out of State -- Lodging: Includes all lodging expenses incurred while traveling.	B01
726250	Travel –Out of State -- Mileage	B01
726270	Travel - Automobile Rental: Employee reimbursement for automobile rental.	B01
726311	Travel – In State: Excludes mileage, (Use 726450). All other expenses	B02

University Account Code	Long Description	State Object Class/ Code
	including per diem, parking, tolls, etc for in-state travel only.	
726450	Travel – In State, Mileage	B02
726500	Overtime Meals	B03
726700	Conference Training & Registration: Reimbursements for registration or reservation fees for conferences or training.	B05
726800	Employee Membership Dues and Licensing Fees: Reimbursement to employee or payment to vendor for membership in professional associations or for employee license fees. See 735010 if Membership Dues are institutional and in the name of the University. See 735600 if license fee is institutional and in the name of the University..	B05
726900	Employee Housing Allowance: (Payment must be made directly to employee.) Expenditures for housing, in lieu of housing, and in addition to housing, granted to employees as authorized.	B07
726910	Employee Reimbursement for Moving, Relocation, Temporary Housing, & Furniture Storage Expenses: (If for moving, and payment is to vendor, see Account Code 761590). Proof of payment to vendor must accompany request for reimbursement. Tax issue for employee, regardless of how payment is processed (direct pay to vendor or reimbursement to individual). Note: Once the employee has ACCEPTED the position, you should use this Account Code.	B07
727200	Other Job Related Expenses: Reimbursements to employees for normal business expenses, which require an <u>immediate</u> payment so that a department may perform its mission, or for job related expenses that cannot be paid for in a conventional manner. See Guidelines for Work Related Employee Supplies and Services.	B10
727260	Business Meetings: Reimbursements to employees for business meeting expenses, including entertainment. May include restaurants, caterers, and grocers.	B10
727270	Telephone/Internet: Reimbursements to employees for telephone or internet charges. HR approval required.	B10

University Account Code	Long Description	State Object Class/ Code
727280	Taxable Travel: Reimbursements to employees for travel that has been submitted more than 120 days after travel occurred.	B10
727500	Non-Capital Equipment Purchase by Employee	B10